



## DEPARTMENT OF PLANNING

### EXTENSION OF TIME SUBMITTAL REQUIREMENTS

**APPLICATION/PETITION FORM:** A completed Application/Petition Form is required. The application shall be signed, notarized and acknowledged by the owner of record of each parcel of property. Non-Property Owner: An application is sufficient if it is signed and acknowledged by a lessee, a contract purchaser or an optionee of the property for which the Extension of Time is sought. However, interest in that property must exist in a written agreement with the owner of record, attached to which is a copy of the Extension of Time application and in which the owner of record has authorized the lessee, contract purchaser or optionee to sign the application. The agreement must further stipulate that the owner of record consents to the filing and processing of the application and agrees to be bound by the requested Extension of Time.

**JUSTIFICATION LETTER:** A detailed letter that explains the request, the intended use of the property, and how the project meets/supports existing City policies and regulations is required.

**DEED & LEGAL DESCRIPTION:** In order to verify ownership, a copy of the recorded deed(s) for the subject property(ies), including exhibits and attachments, is required. The deed and all attachments must be legible. In most cases, the legal description on the deed is sufficient.

**COPY OF APPROVAL LETTER:** Submit a copy of the approval letter for the related case.

**LASER PRINT:** A reduced, black & white 8.5x11 (high resolution) copy of **ALL** original required plans and drawings is required. All submitted plans shall not reference the original case number or dates.

**FEES:** Administrative or Non-Public Hearing.....\$300  
Public Hearing.....\$300 plus \$500 for notification & advertising fees  
(\$750 if an alcohol related use)

**STATEMENT OF FINANCIAL INTEREST:** A completed Statement of Financial Interest is required.

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**FOR ALL EXTENSION OF TIME APPLICATIONS FOR NON-CONFORMING USES, INCLUDE THE FOLLOWING:**

**ALL PLANS SUBMITTED MUST BE NO SMALLER THAN 11x17 AND NO LARGER THAN 24x36.**

**SITE PLAN:** (6 folded and 1 rolled, colored)\* **draw** to scale and make legible: the entire subject parcel(s), all proposed and existing structures, utility easements and locations, signage, and adjacent streets. **Colors to Use:** residential buildings-YELLOW; multi-family buildings-ORANGE; commercial buildings-PINK; landscaping-GREEN; pavement-GRAY, industrial building-PURPLE, public building-BLUE. Site Plans must include:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> PROPERTY LINES CALLED OUT | <input type="checkbox"/> ADJACENT LAND USES/STREETS | <input type="checkbox"/> PARKING ANALYSIS        |
| <input type="checkbox"/> DIMENSIONS (ACTUAL)/SCALE | <input type="checkbox"/> INGRESS/EGRESS             | <input type="checkbox"/> BUILDING SIZE (SQ. FT.) |
| <input type="checkbox"/> STREET NAMES              | <input type="checkbox"/> VICINITY MAP               | <input type="checkbox"/> PROPERTY SIZE (SQ. FT.) |
| <input type="checkbox"/> PARKING SPACES            | <input type="checkbox"/> NORTH ARROW                | <input type="checkbox"/> SCALE                   |

**FLOOR PLAN:** (1 folded and 1 rolled) draw and make legible: all rooms and/or spaces contained within the building(s) or in outdoor seating areas on the site. Floor Plans must include:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> ENTRANCES/EXITS | <input type="checkbox"/> MAXIMUM OCCUPANCY (PER U.B.C.)     | <input type="checkbox"/> ROOM DIMENSIONS/SCALE |
| <input type="checkbox"/> USE OF ROOMS    | <input type="checkbox"/> SEATING CAPACITY (WHEN APPLICABLE) | <input type="checkbox"/> NORTH ARROW           |